

CAREER SERVICES



CALHOUN
COMMUNITY
COLLEGE





CAREER SERVICES

Calhoun Community College's Career Services Office is located in the Chasteen Student Center, Room 203, on the Decatur Campus and is open Monday through Friday from 7:45 a.m. until 4:15 p.m. (hours may differ during summer semester). The office staff is trained to assist you with the use of the facility and a career counselor is available by appointment to talk with you about your future plans. Remember that only you can manage your career path, but Career Services can help you plan your strategy, set some goals, and explore the options. You may contact us at (256)306-2631 or 2636, or Fax (256)350-2656, or pas@calhoun.edu or nas@calhoun.edu.



Career Exploration

Anyone needing assistance in selecting a college major or career path is encouraged to use DISCOVER, a computerized interest inventory by ACT that helps to pull together interests, values, and experiences and offer suggestions for possible careers. DISCOVER gives immediate results and Career Services personnel can make suggestions regarding other resources available to aid in researching various options. Call the Career Services Office to obtain a password to access DISCOVER from your home computer or make an appointment to use DISCOVER in the Career Services Office on the Decatur campus.

Another helpful tool is “PLEASE UNDERSTAND ME,” character and temperament type inventory that helps to relate personality characteristics to possible career strengths and weaknesses. This is also a computerized inventory, so an appointment is required.



Career Information Fair

The Career Services Office hosts a Career Information Fair each year, typically during the Spring semester. The purpose of this event is to make Calhoun's students aware of career opportunities available in the North Alabama area. Approximately 40 employers are represented each year at this event, and the public is invited.

Assistance for Job Seekers

Calhoun's Career Services office is a liaison between the student and graduate and the employer. "Job Boards" are located outside of SC203 on the Decatur Campus and near the elevators at the Huntsville/Research Park instructional site. Employers from the surrounding area contact the office on a regular basis in an attempt to hire current students as well as graduates to fill full-time and part-time jobs. Students and alumni can utilize the referral services by contacting our office. Information and helpful materials are available to assist with resume preparation, interview techniques, cover letters, and other aspects of the job search process. The Career Counselor is available by appointment to give individual assistance in resume preparation. While Career Services personnel do not prepare resumes for you, access to a computer and printer is available by appointment.



All services are offered to students and alumni at no charge. DISCOVER is available to anyone at no charge but an appointment is required.

Helpful Career Exploration Websites

www.jobweb.com • www.dir.state.al.us/lmi
www.fastweb.com • www.salary.com
www.collegegrad.com

Career Services Job Referral Policy

1. The job referral service is available only for Calhoun students and alumni.
2. All students and alumni are given equal access to job announcements and availability; therefore, it is the responsibility of the employer, not Calhoun, to pre-screen applicants.
3. The job referral service does not work with third party agencies if a fee to the student/ alumnus is involved.
4. All students/alumni are informed in writing when it is time to update their credentials files. If they do not respond by the given date, they are no longer registered with Career Services.
5. The Career Services Office adheres to the nondiscrimination statement for Calhoun Community College.

We are seeking to increase awareness of services available in our Career Services Office. Would you please assist us by completing this form and returning it to us?

Thank you.

1. This is my first time to use the Career Services Office. YES NO

2. If your answer to #1 was yes, please list the services/resources you used.

3. If your answer to #1 was no, please list the services you find most beneficial.

PLEASE RETURN IN POSTAGE PAID ENVELOPE PROVIDED.